Dental Practice Accounting & Payroll Review

A **5-minute assessment** to evaluate if your accounting function is ready to scale with your organization.

Trout CPA
Accounting | Tax | Advisory

gusto

1. Financial Visibility & Close Process	Yes	No
We receive accurate financial statements at least quarterly (preferrable monthly).	☐	☐
Our balance sheet accounts (cash, credit cards, AR, AP,) are reconciled monthly.	☐	☐
We trust our numbers enough to make decisions without "gut checking" them.	☐	☐
We have a documented month-end close process with clear ownership and deadlines.	☐	☐
2. Cash Flow & Working Capital		
We understand our monthly breakeven point (facility, staff, and overhead).	☐	☐
We maintain least 1–2 months of operating expenses in cash reserves.	☐	☐
Accounts receivable and insurance claims are reviewed and followed up promptly.	☐	☐
We use forecasts or projections to anticipate cash needs, tax payments, and purchases.	☐	☐
3. Accounting Team Structure & Capacity		
Accounting responsibilities are clearly defined and not spread across many roles.	☐	☐
Critical accounting and reporting tasks do not depend on a single individual.	☐	☐
Doctors are not regularly pulled into correcting bookkeeping or payroll issues.	☐	☐
Staff absenses or turnover do not delay reporting or disrupt operations.	☐	☐
4. Technology & Automation		
Our practice management software integrates cleanly with our accounting system.	☐	☐
Daily production and collections reports tie to our financial statements.	☐	☐
Manual journal entries are limited and intentional—not correcting system gaps.	☐	☐
Our systems can scale as we add providers, operatories, or locations.	☐	☐
5. Payroll, AP & Operational Processes		
Payroll is automated and properly categorized (clinical vs. admin).	☐	☐
Total staff payroll is within industry benchmarks (typically 25–30% of collections).	☐	☐
Vendor bills follow a consistent approval process.	☐	☐
Owner compensation is structured intentionally and reviewed regularly.	☐	☐
6. Reporting & Decision Support		
Leadership reviews financial performance at least monthly.	☐	☐
Reports go beyond a P&L to include production, collections, overhead, & profitability.	☐	☐
We track key KPIs (case acceptance, hygiene reappointment, & collection percentage).	☐	☐
Financial discussions focus on improving margins and growth, not explaining variances.	☐	☐
7. Tax Strategy & Compliance Readiness		
We meet proactively with our tax advisor to discuss strategy—not just annual filing.	☐	☐
Our entity structure and owner compensation approach are intentional.	☐	☐
Our entity structure and compensation model are tax-efficient.	☐	☐
Accounting supports long-term growth planning, not just compliance.	☐	☐
Total Points (Yes=2, No=1)		

How To Use It

Review each category and statement and evaluate whether your current accounting and finance structure is supporting your growth or holding it back.

Check Yes or No for each statement. When scoring, add **2 points for Yes, and 1 point for No.**

Quick Self Scoring

Scoring Points, Yes=2, No=1

48-56 - Financially Optimized
38-47 - Growth Ready, But Leaking Value
28-37 - At Risk of Financial Exposure

If You Scored 47 or Below:

Your accounting function is likely creating operational and financial risk. Schedule a full diagnostic with one of our Trout CPA professionals.

What's Next?

Consider a **Comprehensive Accounting & Finance Diagnostic** by Trout CPA to see if outsourced accounting services are right for you.

Request an estimate or speak with one of our professionals at **https://www.troutcpa.com/**